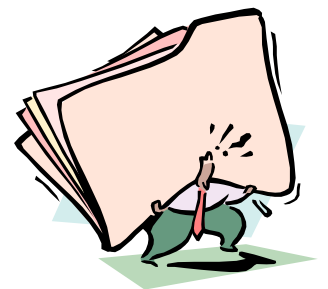


# Introduction

## Workshop Objectives

After completing this workshop, you will be able to:

- ✓ understand institutional responsibilities;
- ✓ describe recordkeeping requirements for Title IV programs;
- ✓ understand accounting procedures that facilitate reconciliation and reporting;
- ✓ describe required reports on Title IV program activities;
- ✓ describe the cash management regulations; *and*
- ✓ describe how to draw down, manage, and return Title IV program funds.



# Agenda

## Day One:

- ◆ Session 1: Overview of Institutional Responsibilities
- ◆ Session 2: Recordkeeping and Reporting Requirements
- ◆ Session 3: Key Fiscal Procedures in the Campus-Based Programs
- ◆ Session 4: Accounting Procedures for Title IV Programs

## Day Two:

- ◆ Session 5: Obtaining, Managing, and Returning Title IV funds
- ◆ Session 6: Return of Title IV Funds
- ◆ Session 7: Federal Updates
- ◆ Session 8: Wrap-Up

## Phone Resources

- ◆ 1-800-4-FED-AID (1-800-433-3243)
- ◆ ED's Customer Support Call Center  
1-800-433-7327

[illegible]

## Key Resources – Web Sites

WEB SITE	WEB SITE ADDRESS
<b>Direct Loans</b>	<a href="http://www.ed.gov/DirectLoan">http://www.ed.gov/DirectLoan</a>
<b>FAFSA and Renewal FAFSA</b>	<a href="http://www.ed.gov/prog_info/SFA/FAFSA/">http://www.ed.gov/prog_info/SFA/FAFSA/</a>
<b>FAFSA on the Web</b>	<a href="http://www.fafsa.ed.gov">http://www.fafsa.ed.gov</a>
<b>FAFSA Express</b>	<a href="http://www.ed.gov/offices/OSFAP/Students/apply/fexpress.html">http://www.ed.gov/offices/OSFAP/Students/apply/fexpress.html</a>
<b>Grants Administration and Payment System (GAPS)</b>	<a href="http://gapsweb.ed.gov">http://gapsweb.ed.gov</a>
<b>Information for Financial Aid Professionals</b>	<a href="http://ifap.ed.gov">http://ifap.ed.gov</a>
<b>National Association for Student Financial Aid Administrators</b>	<a href="http://www.nasfaa.org">http://www.nasfaa.org</a>
<b>NCHelp</b>	<a href="http://www.nchelp.org">http://www.nchelp.org</a>
<b>NSLDS for Financial Aid Professionals</b>	<a href="http://www.nslsdfap.ed.gov">http://www.nslsdfap.ed.gov</a> (password required)
<b>SFA Ombudsman</b>	<a href="http://www.sfahelp.ed.gov">http://www.sfahelp.ed.gov</a>
<b>Pell Grants On-Line</b>	<a href="http://pellgrantsonline.ed.gov">http://pellgrantsonline.ed.gov</a>
<b>Quality Assurance Program</b>	<a href="http://qaprogram.air.org">http://qaprogram.air.org</a>
<b>SFA4Schools</b>	<a href="http://sfa4schools.sfa.ed.gov">http://sfa4schools.sfa.ed.gov</a>
<b>SFA Technical Support</b>	<a href="http://www.ed.gov/offices/OSFAP/sfatech/">http://www.ed.gov/offices/OSFAP/sfatech/</a>
<b>Student Financial Assistance Home Page (OSFAP)</b>	<a href="http://ed.gov/offices/OSFAP">http://ed.gov/offices/OSFAP</a>

## Key Resources – Publications

WEB SITE	WEB SITE ADDRESS
<b>Cohort Default Rate</b> Contains the data for all schools as well as separate lists for initial loss, extended loss, and possible LS&T.	<a href="http://www.ed.gov/offices/OSFAP/defaultmanagement/cdr.html">http://www.ed.gov/offices/OSFAP/defaultmanagement/cdr.html</a>
<b>“Dear Partner/Colleague Letters”</b> Choose the link for “Dear Partner/Colleague” letters.	<a href="http://ifap.ed.gov">http://ifap.ed.gov</a>
<b>Desk Reference</b>	<a href="http://www.ed.gov/offices/OSFAP/ifap/publications/index.html">http://www.ed.gov/offices/OSFAP/ifap/publications/index.html</a>
<b>Direct Loan Bulletins</b>	<a href="http://www.ed.gov/DirectLoan/bulletin/index.html">http://www.ed.gov/DirectLoan/bulletin/index.html</a>
<b>Federal Registers</b>	<a href="http://ifap.ed.gov/IFAPWebApp/currentFRegistersPag.jsp">http://ifap.ed.gov/IFAPWebApp/currentFRegistersPag.jsp</a>
<b>Higher Education Act of 1965, as amended (HEA)</b>	<a href="http://ifap.ed.gov/library/current.htm">http://ifap.ed.gov/library/current.htm</a>
<b>IPOS Program Review Guidance</b>	<a href="http://ifap.ed.gov/IFAPWebApp/currentIposGuidancePag.jsp">http://ifap.ed.gov/IFAPWebApp/currentIposGuidancePag.jsp</a>
<b>NSLDS Reference Materials</b>	<a href="http://ifap.ed.gov/IFAPWebApp/currentNSLDSPag.jsp">http://ifap.ed.gov/IFAPWebApp/currentNSLDSPag.jsp</a>
<b>Regulations Compilations</b>	<a href="http://ifap.ed.gov/library/current.htm">http://ifap.ed.gov/library/current.htm</a>
<b>Return of Title IV Aid Worksheets</b>	<a href="http://ifap.ed.gov/aidworksheets/current.htm">http://ifap.ed.gov/aidworksheets/current.htm</a>
<b>SAR/ISIR Reference Materials</b>	<a href="http://ifap.ed.gov/library/current.htm">http://ifap.ed.gov/library/current.htm</a>
<b>SFA Handbook</b>	<a href="http://ifap.ed.gov/IFAPWebApp/currentSFAHandbooksPag.jsp">http://ifap.ed.gov/IFAPWebApp/currentSFAHandbooksPag.jsp</a>
<b>SSCR User’s Guide</b>	<a href="http://ifap.ed.gov/IFAPWebApp/currentSSCRGuidesPag.jsp">http://ifap.ed.gov/IFAPWebApp/currentSSCRGuidesPag.jsp</a>
<b>The Blue Book</b>	<a href="http://ifap.ed.gov/IFAPWebApp/currentBBooksPag.jsp">http://ifap.ed.gov/IFAPWebApp/currentBBooksPag.jsp</a>
<b>Verification Worksheets</b>	<a href="http://ifap.ed.gov/IFAPWebApp/currentVGWorksheetsPag.jsp">http://ifap.ed.gov/IFAPWebApp/currentVGWorksheetsPag.jsp</a>

## Key Resources – Training Materials

WEB SITE	WEB SITE ADDRESS
<b>Conferences and Presentations</b> NASFAA, NCHELP, EAC, and Direct Loan conference material	<a href="http://ifap.ed.gov/IFAPWebApp/currentCPresentationsPag.jsp">http://ifap.ed.gov/IFAPWebApp/currentCPresentationsPag.jsp</a>
<b>Direct Loan 101 Training</b>	<a href="http://ifap.ed.gov/dl101">http://ifap.ed.gov/dl101</a>
<b>Edconnect for Windows User's Guide</b>	<a href="http://ifap.ed.gov/IFAPWebApp/currentEDConnectWUGPag.jsp">http://ifap.ed.gov/IFAPWebApp/currentEDConnectWUGPag.jsp</a>
<b>SFA COACH</b> Contains the SFA COACH CBTs	<a href="http://ifap.ed.gov/sfacoach/index.html">http://ifap.ed.gov/sfacoach/index.html</a>
<b>SFA University Training Website</b> Announcements on all current and upcoming training as well as links for online registration and downloads of training materials, including SFA COACH. Also contains SFA workshop dates and registration information.	<a href="http://www.ed.gov/offices/OPE/announce/trng">http://www.ed.gov/offices/OPE/announce/trng</a>

## Key Resources – Software Download

WEB SITE	WEB SITE ADDRESS
<b>SFA Download</b> SFA-developed software and documentation may be downloaded from this site.	<a href="http://www.sfadownload.ed.gov/index.htm">http://www.sfadownload.ed.gov/index.htm</a>
<b>SFA Software</b> Contains Edconnect, EDExpress, R2T4, SSCR, FISAP, and QAP software downloads.	<a href="http://www.sfadownload.ed.gov/software.htm">http://www.sfadownload.ed.gov/software.htm</a>
<b>Student Aid Internet Gateway (SAIG)</b> Contains online forms to complete and submit applications to join the SAIG and to download SAIG software for services for which you have previously registered.	<a href="http://sfawebenroll.ed.gov/T4Enroll/index.htm">http://sfawebenroll.ed.gov/T4Enroll/index.htm</a>
<b>Technical References</b>	<a href="http://www.sfadownload.ed.gov/index.htm">http://www.sfadownload.ed.gov/index.htm</a>

### ***Case Management Teams and Divisions***

<b>Team</b>	<b>Division</b>	<b>Telephone</b>	<b>States Served</b>
Boston	Northeast	617-223-9338	Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont
New York	Northeast	212-264-4022	New Jersey, New York, Puerto Rico, and the Virgin Islands
Philadelphia	Northeast	215-656-6442	Delaware, District of Columbia, Maryland, Pennsylvania, Virginia, and West Virginia
Atlanta	Southeast	404-562-6315	Alabama, Florida, Georgia, Mississippi, North Carolina, and South Carolina
Kansas City	Southeast	816-880-4053	Iowa, Kansas, Kentucky, Missouri, Nebraska, and Tennessee
Dallas	Southwest	214-880-3044	Arkansas, Louisiana, New Mexico, Oklahoma, and Texas
San Francisco	Southwest	415-556-4295	Arizona, California, Hawaii, Nevada, American Samoa, Guam, the Federated states of Micronesia, the Republic of Palau, the Republic of the Marshall Islands, and the Commonwealth of the Northern Marianas
Chicago	Northwest	312-886-8767	Illinois, Minnesota, Ohio, and Wisconsin
Seattle	Northwest	206-287-1770	Alaska, Idaho, Indiana, Oregon, and Washington
Denver	Northwest	303-844-3677	Colorado, Michigan, Montana, North Dakota, South Dakota, Utah, and Wyoming
Foreign Schools	Northeast	202-708-8820	